

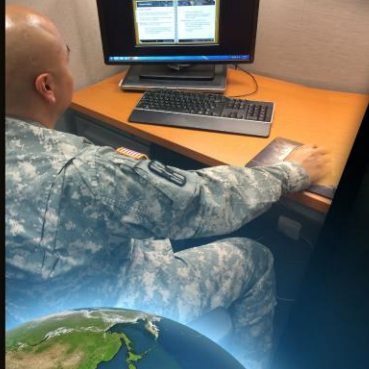
GLOBAL COMBAT SUPPORT SYSTEM - ARMY TRAINING AND CERTIFICATION SMART BOOK



LEARNING MANAGER

- GCSS-Army Overview
- GCSS-Army Basic Navigation
- GCSS-Army Intermediate Navigation
- GCSS-Army Reports
- GCSS-Army Supply Overview
- GCSS-Army Material and Execution Management Overview
- GCSS-Army Access a Material Through GCSS-Army Overview
- GCSS-Army Organizational Supply Overview
- GCSS-Army Maintenance Overview
- GCSS-Army

- 1 Army Logistics Automation
 - 2 Why GCSS-Army?
 - 3 GCSS-Army Missions
 - 4 GCSS-Army Deliverables
- Conclusion



GCSS-Army

GLOBAL COMBAT SUPPORT SYSTEM - ARMY



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Overview



OVERVIEW

The purpose of this Smart Book is to explain the process of taking GCSS-Army Web-Based Training (WBT) and New Equipment Training (NET) through the GCSS-Army Training and Certification system (GTRAC).

The objective of GTRAC is to be the source for the most current GCSS-Army WBT and Wave 2 NET. WBT familiarizes the user with the GCSS-Army system in preparation of follow-on familiarization sessions that occur during the D-240 sequence leading up to NET and conversion.

GTRAC allows the student/trainee to self-register, complete training material online, and receive a completion certificate after successfully passing the corresponding test.

The student can progress at his own pace and it is recommended that he review the WBT material several times before attending/accessing NET. Each student should move deliberately through the training to ensure full comprehension.

The overall goal goes beyond passing the exams. The goal is a full understanding of the system. The better a student understands GCSS-Army prior to attending/accessing NET, the better he will absorb the detailed NET materials.

This will result in a smooth transition to post conversion activities.

Accessing GTRAC



ACCESSING GTRAC

Access GTRAC via the direct link below or through the training tab on the GCSS-Army website.



<http://gcss.army.mil/GTRAC>



<http://gcss.army.mil/Training/>

Registration



REGISTRATION

Begin by registering to create a GTRAC account.

Registration

Log

Please enter your Username and Password. If you don't have an account, [Register Here](#)

Account Information

User Account/Username:

Password:


Log In

Forgot Username or Password Please [Click Here](#)


Enter registration by clicking one of the buttons above

REGISTRATION

Complete the form below to create a new account.



TRAINING AND CERTIFICATION



Cancel Registration

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Be certain to accurately enter all required information when registering.

Account Information

Component:

First Name:

Last Name:

User Account/Username:

E-mail:

Password:

Confirm Password:

RIC:

Unit Name:

UIC:

Business Area:

Register

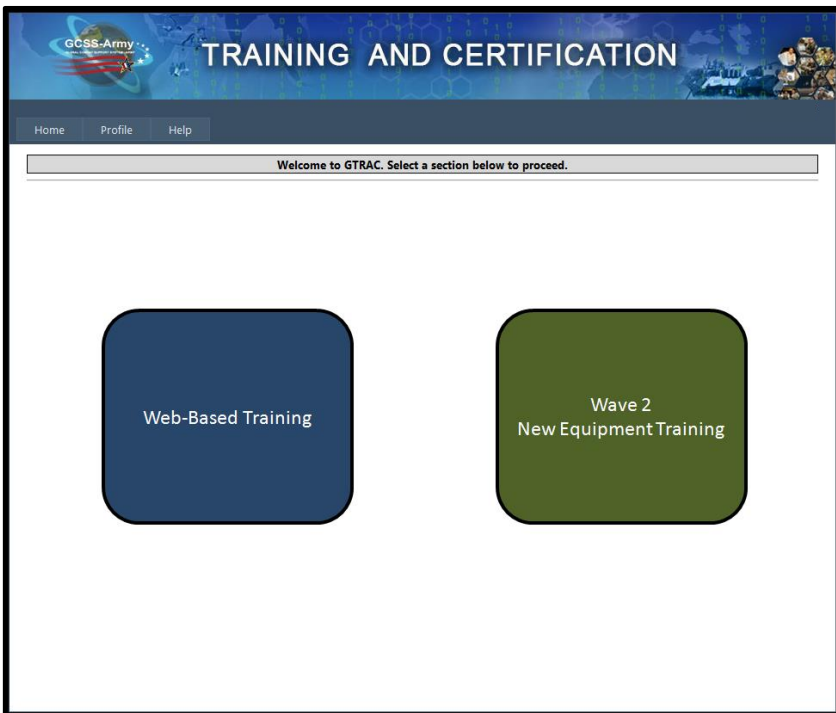
Cancel Registration

Once complete, click **Register** to create the new account.

NOTE: Registration information can be updated at any time after logging in via the **Profile** tab.

REGISTRATION

Once successfully logged in, select either Web-Based Training or Wave 2 New Equipment Training

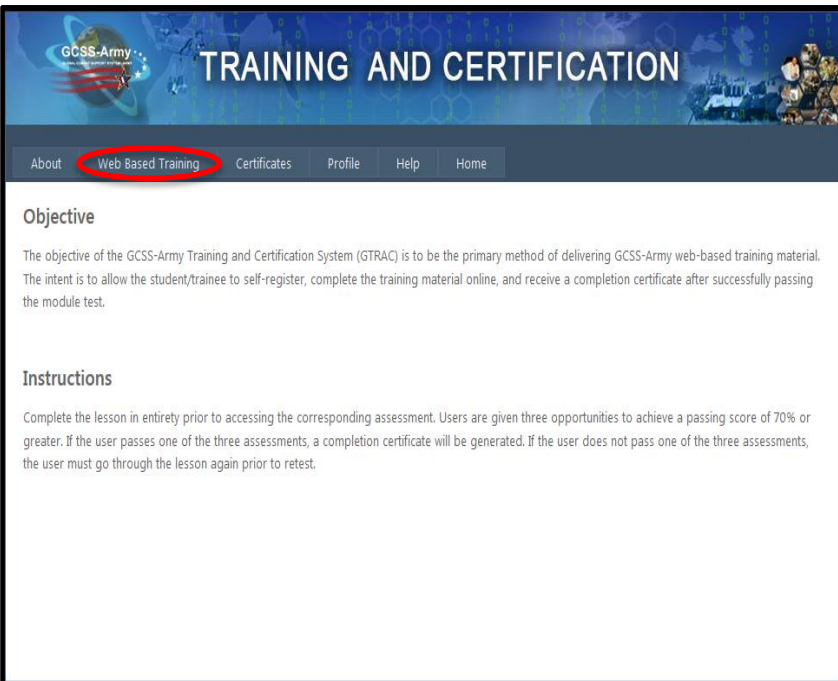


Web-Based Training



WEB-BASED TRAINING

Become familiar with the *Objective and Instructions* listed in the About tab.



Objective

The objective of the GCSS-Army Training and Certification System (GTRAC) is to be the primary method of delivering GCSS-Army web-based training material. The intent is to allow the student/trainee to self-register, complete the training material online, and receive a completion certificate after successfully passing the module test.

Instructions

Complete the lesson in entirety prior to accessing the corresponding assessment. Users are given three opportunities to achieve a passing score of 70% or greater. If the user passes one of the three assessments, a completion certificate will be generated. If the user does not pass one of the three assessments, the user must go through the lesson again prior to retest.

Next, click on the *Web Based Training* tab to access the WBT.

WEB-BASED TRAINING

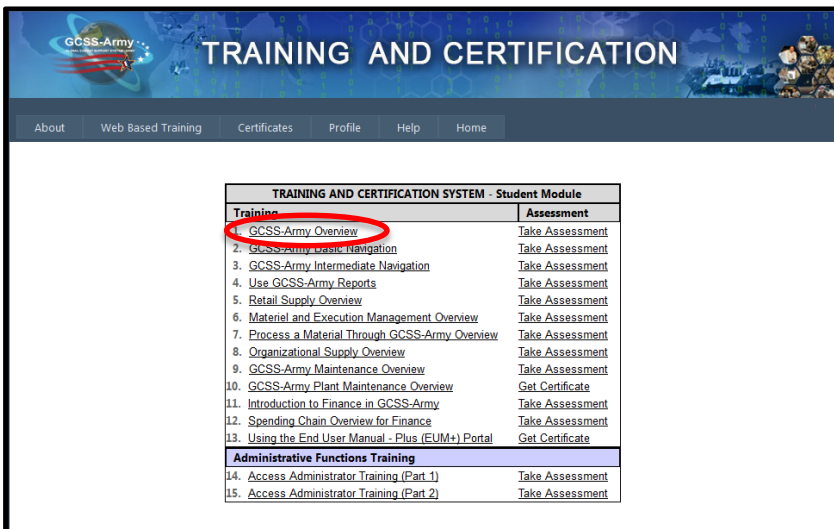
The below guide recommends courses to take based off of a user's level of management and business area.

Level	Business Area	GCSS-Army Overview	Basic Navigation	Interim Navigation	Use GCSS-Army Reports	Retail Supply	MM/EM Overview	Process a Material	Organizational Supply	Maintenance	Plant Maintenance	Introduction to Finance	Spending Claim Overview for Finance	Access Administrator Training (DUA) Part 1	Access Administrator Training (DUA) Part 2	End User Manual Plus
Execution	SSA	X	X	X	X	X	X	X								X
	Plant Maint	X	X	X	X			X	X	X	X					X
	Unit Supply	X	X	X	X			X								X
	Property Mgt	X	X	X	X			X								X
	Finance	X	X	X	X	X		X				X	X			X
Execution Mgt	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MM Level 1	Technical Spt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MM Level 2	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MM Level 3	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ACOM	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Army	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

➤ **New students should begin by taking the first four courses (GCSS-Army Overview, Basic Navigation, Intermediate Navigation, and Use GCSS-Army Reports), followed by other courses in their functional area.**

WEB-BASED TRAINING

The most current GCSS-Army WBT is hosted here. Enter a course by clicking on the course name.



The screenshot shows the GCSS-Army Training and Certification System interface. At the top, there is a banner with the GCSS-Army logo and the text "TRAINING AND CERTIFICATION". Below the banner is a navigation bar with links: About, Web Based Training, Certificates, Profile, Help, and Home. The main content area displays a table titled "TRAINING AND CERTIFICATION SYSTEM - Student Module". The table has two columns: "Training" and "Assessment". The first row is circled in red, showing "1. GCSS-Army Overview" under Training and "Take Assessment" under Assessment. The table lists 13 training modules, each with a corresponding assessment or certificate link. The last two rows are grouped under "Administrative Functions Training".

TRAINING AND CERTIFICATION SYSTEM - Student Module	
Training	Assessment
1. <u>GCSS-Army Overview</u>	<u>Take Assessment</u>
2. <u>GCSS-Army Basic Navigation</u>	<u>Take Assessment</u>
3. <u>GCSS-Army Intermediate Navigation</u>	<u>Take Assessment</u>
4. <u>Use GCSS-Army Reports</u>	<u>Take Assessment</u>
5. <u>Retail Supply Overview</u>	<u>Take Assessment</u>
6. <u>Material and Execution Management Overview</u>	<u>Take Assessment</u>
7. <u>Process a Material Through GCSS-Army Overview</u>	<u>Take Assessment</u>
8. <u>Organizational Supply Overview</u>	<u>Take Assessment</u>
9. <u>GCSS-Army Maintenance Overview</u>	<u>Take Assessment</u>
10. <u>GCSS-Army Plant Maintenance Overview</u>	<u>Get Certificate</u>
11. <u>Introduction to Finance in GCSS-Army</u>	<u>Take Assessment</u>
12. <u>Spending Chain Overview for Finance</u>	<u>Take Assessment</u>
13. <u>Using the End User Manual - Plus (EUM+) Portal</u>	<u>Get Certificate</u>
Administrative Functions Training	
14. <u>Access Administrator Training (Part 1)</u>	<u>Take Assessment</u>
15. <u>Access Administrator Training (Part 2)</u>	<u>Take Assessment</u>

WEB-BASED TRAINING

The lesson menu displays the student's progress through the course.

GCSS-Army

GCSS-Army Overview Menu

Lesson Introduction

- 1 Army Logistics Automation Today
- 2 Why GCSS-Army?
- 3 GCSS-Army Mission and Scope
- 4 GCSS-Army Delivered

Conclusion

Begin by clicking **Lesson Introduction**. Complete each topic in order. Revisit any of these topics by clicking the **Lesson Menu** button.

Click the **Forward** button to continue.

The color of the circle around each topic number denotes completion status.



Not yet started



Partially complete



Complete

WEB-BASED TRAINING

All topics must be completed prior to accessing the assessment.



The user is brought to the final lesson screen once the course is complete.

Congratulations!

You have successfully completed the content for this lesson.

If you need a Certificate of Completion, take and pass the corresponding lesson assessment. Be sure to complete all applicable prerequisite WBT lessons prior to attending classroom training.

Click the **Close Button** below to close this lesson.

Close Lesson

NOTE: You must click "Close Lesson" to unlock the assessment.

Wave 2 New Equipment Training



WAVE 2 NEW EQUIPMENT TRAINING

If you are in the Active Component, within Fielding Groups 21 – 30, proceed by clicking the Wave 2 Formal NET link:

[Wave 2 Formal NET](#)

All others, proceed by clicking the Wave 2 New Equipment Refresher Training link:

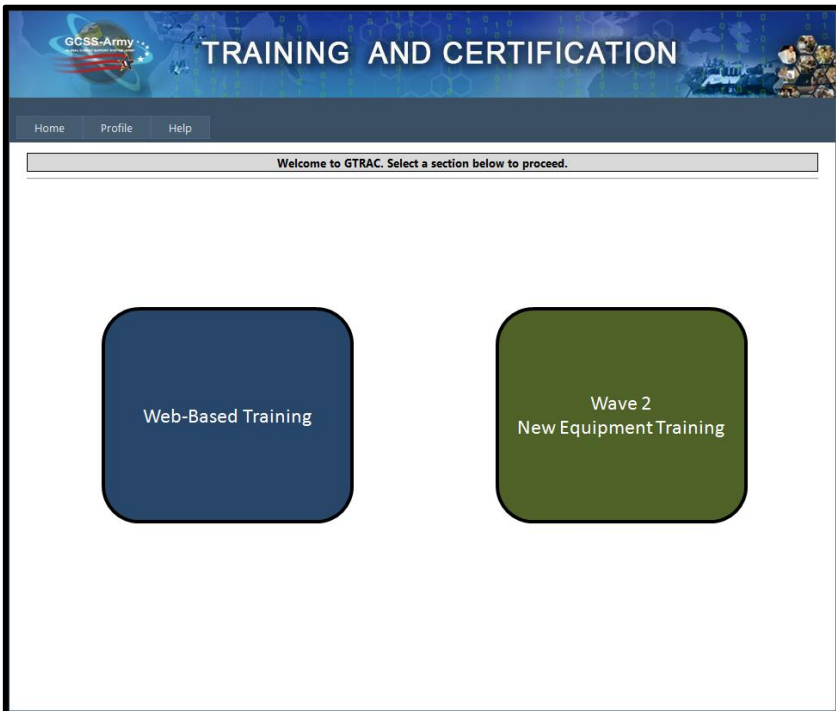
[Wave 2 New Equipment Refresher Training](#)



WAVE 2 NEW EQUIPMENT TRAINING

**Compo: Active
Fielding Groups 21 – 30**

Start by clicking the Wave 2 New Equipment Training option.



WAVE 2 NEW EQUIPMENT TRAINING

**Compo: Active
Fielding Groups 21 – 30**

Select the Formal NET option.



[Click here for instructions regarding the Refresher NET option.](#)

WAVE 2 NEW EQUIPMENT TRAINING

Compo: Active Fielding Groups 21 – 30

After reviewing the *About Tab*, click the *Course* Tab and select the course that matches your position.

The screenshot shows the GCSS-Army TRAINING AND CERTIFICATION interface. At the top, there is a navigation bar with tabs: About, Courses, Certificates, Profile, Help, EUM+, and Home. Below the navigation bar, the main content area displays the following structure:

- A header box containing "W2 New Equipment Training - Student Module" and "SELECT A COURSE".
- A sub-header box labeled "Formal NET".
- A row of seven course selection buttons:
 - Commander (Green)
 - Master Driver (Grey)
 - Maintenance Supervisor (Red)
 - Equipment Records Parts Specialist (Yellow)
 - Property Book (Blue)
 - S4 (Light Grey)
 - Unit Supply (Yellow)

WAVE 2 NEW EQUIPMENT TRAINING

Compo: Active Fielding Groups 21 – 30

Read the instructions prior to accessing a situation.

Situation	Launch Situation
Overview	start
Unit Reports	start
Delegation of Authority	start
Commanders Approval	start
Comprehensive Practical Exercise	start

Begin by clicking the “Start” button next to the first situation.

Continue until each situation is complete.

Wave 2 New Equipment Refresher Training



WAVE 2 NEW EQUIPMENT REFRESHER TRAINING

Start by clicking the Wave 2 New Equipment Training option.



WAVE 2 NEW EQUIPMENT REFRESHER TRAINING

After reviewing the *About Tab*, click the *Course Tab*.

The screenshot shows the 'TRAINING AND CERTIFICATION' section of the GTRAC SMART BOOK. At the top is a navigation bar with links: About, Courses, Certificates, Profile, Help, EUM+, and Home. Below this is a header for 'W2 New Equipment Refresher Training - Student Module' with a 'SELECT A COURSE' button. The main content area is organized into three sections:

- Formal NET**: A row of seven course tiles: Commander (star icon), Master Driver (truck icon), Maintenance Supervisor (wrench icon), Equipment Records Part Specialist (equipment icon), Property Book (book icon), S4 (person at computer icon), and Unit Supply (warehouse icon).
- As Required Supplemental NET**: A row of five course tiles: Decentralized User Administration (person with plus icon), MaST (map icon), SSA (SSA acronym icon), TDA PHR Manager (document icon), and Watercraft In GCSS-Army (boat icon).
- Pre-Conversion Activities**: A row of two course tiles: GCSS-Army Kickoff Brief (megaphone icon) and GCSS-Army Templates (building icon).

Next, select the course that matches your position.

WAVE 2 NEW EQUIPMENT REFRESHER TRAINING

Read the instructions prior to accessing a lesson.

**W2 New Equipment Training - Student Module
LESSONS for Commander's Course**

The lessons below are designed to be taken in the sequence listed.
A recorded session of each lesson can be accessed at any time by clicking the corresponding play icon.
Live sessions can be accessed at the scheduled times below.
The supplemental guide is designed to assist you during the lesson and when performing the tasks on your own.
Please be patient while downloading the Supplemental Guide as it is a large file and may take up to one minute.
Once you have completed the lesson, be sure to take the exam to earn a Certificate of Completion.

Lesson	Recorded Session	Supplemental Guide	LIVE SESSIONS				
			MON	TUE	WED	THU	FRI
Manage Equipment & Maintenance Activities							
Commander's Workflow & Delegation of Approval Authority							
Commander Reports Part 1							
Commander Reports Part 2							

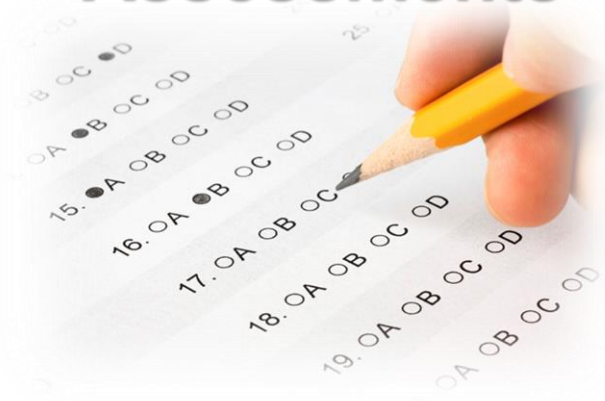
[Take Exam](#)

The recorded sessions are hosted on milTube.

Supplemental Guides are hosted on milBook.

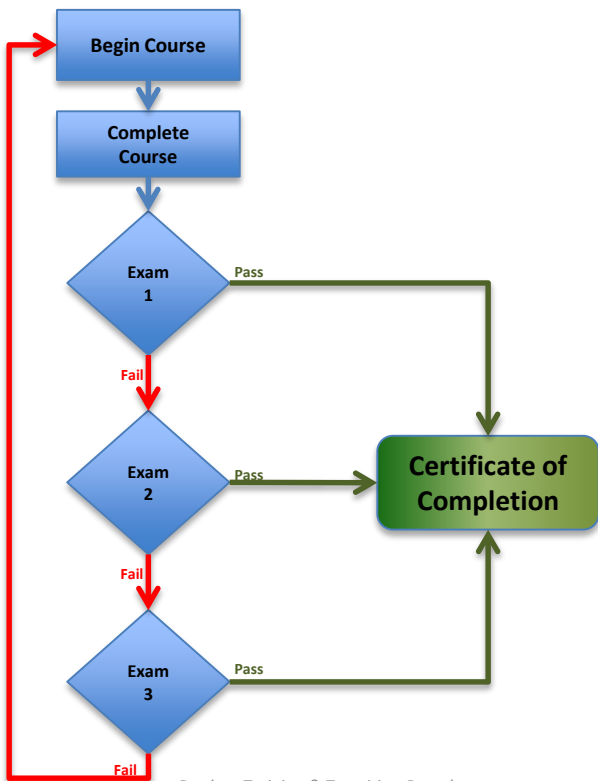
A milSuite account is needed to access milTube and milBook. Create a milSuite account when prompted if you do not already have one.

Assessments



ASSESSMENTS

The *entire* course must be completed prior to accessing the corresponding assessment. Users are given **three opportunities** to achieve a passing score of **70% or greater**. If the user passes one of the three assessments, a certificate of completion will be generated. If the user does not pass one of the three assessments, the user must retake the course prior to retest.



Certificates of Completion

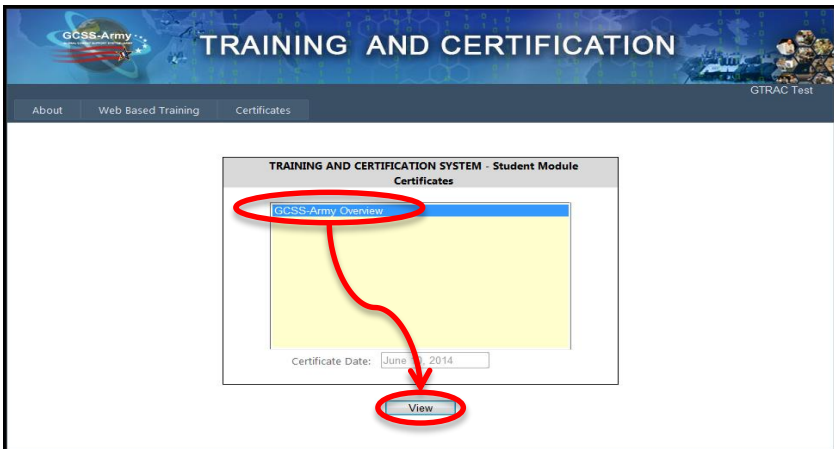


CERTIFICATES OF COMPLETION

Once an assessment is passed, a Certificate of Completion will be issued.



A user can access Certificates of Completion at any time via the Certificates tab.



FAQs



FREQUENTLY ASKED QUESTIONS

Can I receive credit in GTRAC for GCSS-Army WBT completed in ALMS?

The WBT hosted on ALMS is outdated. Retake the training in GTRAC and refresh your knowledge periodically.

What do I enter for RIC, Unit Name, and UIC during registration?

Contact your Lead User or Chief of Installation (COI) if unsure what to enter during registration.

How do I get access to the live system?

We follow a deliberate process for determining who receives GCSS-Army training, what specific training they receive, and what access and permissions they are given in order to perform their mission in the new environment. We call this process "audience analysis" and we conduct it during a 180 day period leading up to the fielding of a set of units known as a Fielding Group (FG). Our Chiefs of Installation (COI) are assigned FGs to prepare for conversion - They lead the effort. Your parent organization will be contacted by their assigned COI when it is their FG's turn to convert. Until then you can visit our website Training Tab to begin the education process.

I completed the course but cannot access the assessment.

Once all topics are complete, the last slide of the course will have a "Close Lesson" button. Clicking the "Close Lesson" button unlocks the assessment.

Additional Questions? Visit the GCSS-Army website Training Tab or GTRAC Help Tab to submit an inquiry.



www.gcss.army.mil